

Department of the Army  
First Region (ROTC)  
United States Army Cadet Command  
Fort Bragg, North Carolina 28310-5000


FRMOI 25-2  
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Information Management

FACSIMILE PROCUREMENT/OPERATIONS

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FOR THE COMMANDER:



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**COL, AD**  
**Chief of Staff**

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PROponent: The proponent of this publication is Administrative Service Branch, Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PAA, Fort Bragg, North Carolina 28310-5000.

SUPERSESSION: This FRMOI supersedes FRMOI 25-2, 24 Nov 00.

DISTRIBUTION: A; D; J; S  
Distribution codes used are explained in FRMOI 25-1.

This document is available on the First Region (ROTC) Web site at:  
**[www.rotc1.bragg.army.mil](http://www.rotc1.bragg.army.mil)**

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1. Purpose. This FRMOI provides guidance on the procurement and operation of facsimile equipment within First Region (ROTC).
2. Applicability. This directive applies to all organizational elements in this region.
3. Reference CTA 50-909.
4. Responsibilities.

a. First Region (ROTC) Personnel and Administration Division, Administrative Services Branch.

(1) Responsible for managing and publishing documentation pertaining to facsimile program.

(2) Providing validation for procurement of facsimile equipment in excess of authorized allowance and/or validation for procurement of facsimile equipment costing more than \$1000.00.

b. Organizations will ensure that:

(1) Specific approval for facsimile equipment beyond authorized allowance (one per unit) as provided for in CTA 50-909 is obtained prior to procurement. A copy of the approval will be retained on file until disposal of the equipment.

(2) Specific approval for facsimile equipment costing more than \$1000.00 is obtained prior to procurement. A copy of the approval document will be retained on file until disposal of the equipment.

(3) ALL facsimile machines are posted to the property book.

5. Procurement. CTA 50-909, Table 75, Line Item No 70141N, authorizes one each facsimile machine for each ROTC brigade, senior school and JROTC unit. The CTA further requires that "all requests for facsimile equipment must be validated by the DCSIM/DOIM prior to submission."

a. This FRMOI is the First Region (ROTC) DOIM validation for procurement of a facsimile machine costing \$1000.00 or less within authorized allowance (one per unit). Procurement documentation will specify this FRMOI as approval authority for purchase.

b. Units requiring facsimile equipment costing more than \$1000.00 or those in excess of their authorized allowance (two or more) MUST submit full justification and have specific approval from Headquarters, First Region (ROTC), Administrative Services Branch. Equipment will NOT be procured until validation of request is obtained.

c. Excess facsimile equipment will be laterally transferred to another ROTC unit or disposed of through Defense Reutilization Management Office procedures.

d. Units procuring facsimile equipment MUST have sufficient funds in their OMA budget. If additional funds are required, an UNFINANCED REQUIREMENT will be submitted through command channels to Headquarters, US Army Cadet Command, ATTN: ATCC-RB, with full justification for required funds. Equipment will NOT be procured until verification of fund availability.

e. Units will attempt to obtain facsimile equipment through their school budget in lieu of procuring with OMA funds. If facsimile equipment is available and will meet mission requirement, separate facsimile equipment for the ROTC unit should not be procured. Facsimile equipment obtained through the use of school funds does not require procurement validation or posting to Unit Property Book under this directive.

6. Property accountability. Units will ensure that ALL facsimile equipment procured using OMA funds or obtained through lateral transfer of OMA procured equipment is posted to the property book. The DD Form 1155 or DD Form 250 will be completed and provided to the Military Property Custodian/Property Book Officer.

#### 7. Facsimile Operation.

a. The primary means of communicating within this region is by use of e-mail. The transmission of information by facsimile is limited to time sensitive material that cannot be transmitted by other less costly means and still accomplish the mission. Routine administrative data will not be transmitted by facsimile.

b. In order to provide the fastest delivery, use the FAX number of the organizational element as provided in the staff directories on the First Region (ROTC) Web site. To ensure proper delivery when transmitting material by facsimile, a header sheet should precede the document being transmitted and should include the office symbol of the receiving office as part of the address.

c. Transmission by facsimile is not recommended late on Friday or late on the day preceding a holiday unless the sender is assured that the recipient requires the transmission and will be available to receive the information.

d. Most facsimile equipment has the ability to add the date/time of transmission and the transmitting organization. It is recommended that as a minimum the transmitting organization name be programmed into the facsimile equipment. This will allow the recipient to notify the sending organization in the event of an error during transmission.